

**THIS IS FORM DS-2026
PART SEVEN OF THE COMPLETE RETAIL PRICE SCHEDULE**

**THIS FORM MUST BE SUBMITTED ALONG
WITH FORMS DS-2020 THROUGH DS-2026**

**IF APPROPRIATE, USE FORM DS-2027 TO REPORT PRICES AT THE
EMBASSY/CONSULATE COMMISSARY**

INSTRUCTIONS FOR HOTEL AND RESTAURANT REPORT, PART 7 OF THE RETAIL PRICE SCHEDULE

The prices in this section are used in determining the post (cost-of-living) allowance and the travel per diem allowance.

FORM PAGE(S)	SUBCATEGORY/ITEM	SPECIFICATIONS
Page 1 of 4	CURRENCY AND HOTELS Item 1	If the DS-2026 report is part of a full cost-of-living survey (Forms DS-2020 through DS-2025), any difference in currency exchange rates reported in Item (h) on page 1 of 5, DS-2020 and Item 1 on page 1 of 4 of this form should be explained. Always include in Item 1 the most favorable currency exchange rate available to employees on temporary detail at post.
Page 1 of 4	CURRENCY AND HOTELS Item 2	Briefly discuss any important changes in hotel accommodations since the previous report. The fact that new hotels have opened is not by itself justification for changes in the hotels used for the survey.
Pages 2 - 3 of 4	RESTAURANT SELECTION	Any use of hotel restaurants for the Most Used (MU), Second Most Used (SMU), or Third Most Used (TMU) outlet should be carefully explained. The restaurants used should be moderately priced and suitable for any typical Federal employee. (For posts filing the Retail Price Schedule, the restaurants selected as MU, SMU, and TMU must be based on information obtained from the Living Pattern Questionnaires).
Pages 2 - 3 of 4	RESTAURANT PRICES	<p>In reporting individual food item prices on pages 2-3 of 4, select medium or average price levels for each entree or additional meal item.</p> <p>Requested prices for soup and salad are intended to be regular small servings as often provided with a regular full meal. Include these prices only if they are not included in the price of a meat/fish dish. If these items are large or full portions, this fact should be carefully noted in the comments section.</p>

RESTAURANT PRICES, CONT

The item "bread and butter" is meant to reflect only any extra charge for a single, normal-size serving. Do not use this space for side dishes containing cheeses or any items other than bread and butter.

Include fast food prices in the spaces provided.

Be sure to include typical prices for any post or Military facility in the spaces provided.

If possible, forward copies of menus from the reported restaurants with the Retail Price Survey.

Report all prices in local currency or the currency "required" by the facility. Be sure to specify if prices are not reported in the local currency.

Tax and service charges should be reported only if not included in the price of the food. Otherwise, leave these columns blank.

HOTELS

The Instructions in Item (d) on page 1 of 4 of this form should be carefully followed in completing this page.

HOTEL SELECTIONS

Any change in hotels from the previous survey should be carefully explained and justified by comments submitted with the report. The fact that a new hotel has better accommodations or is more convenient to certain U.S. Government offices is not of primary importance. This report must reflect temporary lodging accommodations for all Federal travelers. As the allowances based on this report directly affect Federal expenditures, it is essential that the report be fairly and objectively prepared by the post. The post should carefully guard against any inclination to use only the better quality accommodations as representative of those most used by U.S. Government employees. It is required that posts provide the number of reservations made at each lodging facility reported based on hotel reservation logs maintained by the post.

A facility must be selected based on its overall suitability in providing adequate accommodations at a reasonable "local cost" to the majority of U.S. official travelers. The choice of any facility readily identifiable as exceptional, in relation to U.S. standards, should be carefully explained and justified in the report. Industry standards describe deluxe hotels as exclusive and expensive hotels offering the highest standards of service. Typically, they are substantially more expensive than business-class hotels.

HOTEL PRICES

Be sure to list and explain any hotel discount for U.S.G. officials. If these discounts are available only to diplomatic passport holders or other Government personnel, this fact should be carefully noted. If the reported hotel prices have already been adjusted for these discounts this fact should be carefully noted on page 1 of 4.

Provide hotel tariff lists whenever possible.

Report all hotel prices in local currency or the currency "required" by the facility. Be sure to specify on page 1 of 4 if the prices reported are not in local currency.

Interagency Report Control No. 1168-DOS-AN	DSSR 10/98	
UNITED STATES DEPARTMENT OF STATE HOTEL AND RESTAURANT SURVEY Survey Location: _____		Post U.S. Agency Date of Survey (<i>Date most data are collected</i>) (mm-dd-yyyy)
INSTRUCTIONS (a) This is the Hotel and Restaurant Report (DS-2026) of the complete Retail Price Schedule and is to be submitted by civilian Federal agencies in accordance with Sections 070, 920, and 950 of the Department of State Standardized Regulations (DSSR). Reports submitted by Uniformed Service members must follow procedures provided in Appendix M of the Joint Federal Travel Regulations. (b) The prices reported on the following pages are used in determining maximum travel per diem allowances. Should there be absolutely no hotel or restaurant facilities (including hostels and guest houses), this section should contain a precise statement as to what arrangements are made for transients. (c) Provide menus and hotel tariff lists when possible. (d) Report all prices in the currency required by the facility. Any use of U.S. dollars in local hotels and most meal facilities must be fully explained.		
RESTAURANTS AND FAST FOOD FACILITIES (a) The restaurants used in this survey must represent those facilities most frequently used by typical Federal travelers and employees assigned abroad. For posts submitting the full Retail Price Schedule, the selection of restaurants must be based on the meal facilities reported as most frequently used by employees in the last living pattern questionnaire survey. (b) Select fast food outlets typically used by employees seeking a light meal as an alternative to restaurant dining. If there are no fast food outlets at post, a coffee shop or similar facility should be used as a substitute outlet.		
HOTELS (a) Only moderately priced hotels most frequently used by Federal employees should be priced. If the hotel has no single rooms with private bath, report and describe the type of rooms available. Carefully note whether rates reported are for single occupancy of a double room. (If lower-priced single rooms are available at a comparable hotel, this facility should also be included in this report.) (b) Typical Price - The "typical" prices level should be the basic rate for rooms most often occupied by Federal civilian and military travelers. If this is not known, report the medium price level. (c) Substitute Price - The "substitute" price level should represent the second most used price level.		
CURRENCY AND HOTELS (1) List prevailing currency exchange rates available to Federal Government personnel (civilian and military) and describe primary source (i.e., local banks, USDO etc.): <hr/> (2) Briefly discuss changes in the availability of hotels and price levels since the previous Hotel and Restaurant Report: <hr/>		
I certify that this report is accurate, complete, current, and in compliance with the DSSR and the above instructions.		
<input type="checkbox"/> No employees are currently assigned to this survey location. However, the selected facilities fairly represent reasonably priced hotels and restaurants suitable for employees.	<div style="border-top: 1px solid black; text-align: center; margin-bottom: 10px;">Signature of Certifying Official</div> <div style="border-top: 1px solid black; text-align: center; margin-bottom: 10px;">Name (<i>Printed or Typed</i>)</div> <div style="border-top: 1px solid black; text-align: center;">Title</div>	

HOTEL AND RESTAURANT SURVEY (Continued)

TYPICAL RESTAURANT PRICES (NECESSARY SUBSTITUTES MUST BE SPECIFIED)											
BREAKFAST: RESTAURANT NAME	HOTEL FACILITY		FRUIT OR JUICE	BOWL OF CEREAL	BACON AND EGGS	TOAST AND BUTTER	COFFEE OR TEA	TAXES*		SERVICE CHG. or TIP*	
	YES	NO						%	FLAT	%	FLAT
1. Most Used											
2. Second Most Used											
3. Fast food outlet											
4. Military facility											
5. Post facility											

PRICES IN LOCAL CURRENCY?

Yes ☐ No ☐

TAXES/SERVICE CHARGE INCLUDED IN MEAL COST?

Yes ☐ No ☐

Comments:

LUNCH: RESTAURANT NAME	HOTEL FACILITY		SOUP OR JUICE	MEDIUM-PRICED MEATS			(IF NOT INCL. IN MEAT PRICE)					TAXES*		SERVICE CHG. or TIP*	
	YES	NO		BEEF	CHICKEN	FISH	TWO TYPICAL VEGETABLES	SMALL SALAD	BREAD & BUTTER	PIE OR CAKE	COFFEE OR TEA	%	FLAT	%	FLAT
6. Most Used															
7. Second Most Used															
8. Third Most Used															
9. Military facility															
10. Post facility															

PRICES IN LOCAL CURRENCY?

Yes ☐ No ☐

TAXES/SERVICE CHARGE INCLUDED IN MEAL COST?

Yes ☐ No ☐

Comments:

HOTEL AND RESTAURANT SURVEY (Continued)

TYPICAL RESTAURANT PRICES (con't) (NECESSARY SUBSTITUTES MUST BE SPECIFIED)															
DINNER: RESTAURANT NAME	HOTEL FACILITY		SOUP OR JUICE	MEDIUM-PRICED MEATS			(IF NOT INCL. IN MEAT PRICE)					TAXES*		SERVICE CHG. or TIP*	
	YES	NO		BEEF	CHICKEN	FISH	TWO TYPICAL	SMALL SALAD	BREAD & BUTTER	PIE OR CAKE	COFFEE OR TEA	%	FLAT	%	FLAT
11. Most Used															
12. Second Most Used															
13. Third Most Used															
14. Military facility															
15. Post facility															

PRICES IN LOCAL CURRENCY?

Yes ☐

No ☐

TAXES/SERVICE CHARGE INCLUDED IN MEAL COST?

Yes ☐

No ☐

Comments:

TYPICAL FAST FOOD EATING FACILITIES (Substitute items must be specified)

FAST FOOD FACILITY NAME	HOTEL FACILITY		HAMBURGER		FRIED CHICKEN		FRENCH FRIES		COLA DRINK	TAXES*	
	YES	NO	Med.	Large	2 Pieces	3 Pieces	Med.	Large	Medium	%	FLAT
16. Most Used											
17. Second Most Used											
18. Third Most Used											
19. Military facility											
20. Post facility											

PRICES IN LOCAL CURRENCY?

Yes ☐

No ☐

TAXES/SERVICE CHARGE INCLUDED IN MEAL COST?

Yes ☐

No ☐

Comments:

*If the reported prices include taxes, service charges, or tips, the corresponding column must be left blank.

Any reporting of hotel restaurants for meals must be required by local conditions and fully explained below. Any reported service charges or tips must be mandatory or customary in the locality. Include names of all local restaurants. Use additional pages as necessary.

Note: The instructions on page 1 of 4 and in Section 950 of the Department of State's Standardized Regulations (DSSR) must be followed in completing this page.

HOTEL AND RESTAURANT SURVEY (Continued)

HOTELS										
HOTEL NAME AND LOCATION					REQUIRED				EXPLAIN ANY DISCOUNTS TO ALL USG PERSONNEL	
	LOW SEASON		HIGH SEASON		SERVICE CHG		TAXES			
	TYPICAL	SUBSTITUTE	TYPICAL	SUBSTITUTE	%	FLAT	%	FLAT		
Most frequently used hotel: Location:									Comments:	
1. Without meals										
2. With breakfast										
3. With breakfast and dinner										
4. With all meals										
The reported rates include: Taxes <input type="checkbox"/> Service Charges <input type="checkbox"/> Discounts for All USG Personnel <input type="checkbox"/> Reported in local currency? Yes <input type="checkbox"/> No <input type="checkbox"/>									Comments:	
# of rooms in hotel: _____ # of reservations from post log: _____										
Second most used hotel: Location:										
5. Without meals										
6. With breakfast										
7. With breakfast and dinner										
8. With all meals										
The reported rates include: Taxes <input type="checkbox"/> Service Charges <input type="checkbox"/> Discounts for All USG Personnel <input type="checkbox"/> Reported in local currency? Yes <input type="checkbox"/> No <input type="checkbox"/>									Comments:	
# of rooms in hotel: _____ # of reservations from post log: _____										
Third most used hotel: Location:										
9. Without meals										
10. With breakfast										
11. With breakfast and dinner										
12. With all meals										
The reported rates include: Taxes <input type="checkbox"/> Service Charges <input type="checkbox"/> Discounts for All USG Personnel <input type="checkbox"/> Reported in local currency? Yes <input type="checkbox"/> No <input type="checkbox"/>									Comments:	
# of rooms in hotel: _____ # of reservations from post log: _____										
Other lodging facilities typically used by larger families: Location:										
13. Without meals										
14. With breakfast										
15. With breakfast and dinner										
16. With all meals										
The reported rates include: Taxes <input type="checkbox"/> Service Charges <input type="checkbox"/> Discounts for All USG Personnel <input type="checkbox"/> Reported in local currency? Yes <input type="checkbox"/> No <input type="checkbox"/>									Comments:	
# of rooms in hotel: _____ # of reservations from post log: _____										
17. Hotel high-season rates are in effect from about _____ (mm-dd-yyyy) through _____ (mm-dd-yyyy)										
18. List hotels most used by:										
PER DIEM TRAVELERS				PERSONNEL IN TEMPORARY LODGING				U.S. TOURISTS		
CIVILIANS		MILITARY								
<input type="checkbox"/> Check box if hotels reported as "most used" by Federal Travelers are based on hotel records maintained by the post. List the number of reservations made for each hotel.										
Note: The instructions on page 1 of 4 and in Section 950 of the Department of State's Standardized Regulations (DSSR) must be followed in completing this page.										